

### **Abstract**

A method and tool for the management of documents stored in a computer file system is provided. Such management is performed through the application of templates to the documents, each template being effective, when applied to a document, to perform a pre-determined operation on the document. The templates are associated with directories. One or more templates associated with a given directory are applied to content files stored within that directory to produce templated versions of the content files. Should the template applied in the templated file be required to be changed however, instead of having to re-edit the templated file, the changed template may be associated with the directory in which the content file is stored and the method-re-executed. Alternatively, the content file could be moved to a directory in which the changed template is already associated and the method re-executed.